



INTERNSHIP AVAILABLE

Technician Intern

Judicial Information Systems, Michigan Supreme Court

\$12.36/Hour

The Judicial Information Systems Division of the Michigan Supreme Court is currently seeking qualified internship applicants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Primary responsibilities for this position include the following:

- Provide hardware, software, and tech support to Michigan Court users.
- Diagnose and repair computer hardware and software problems, and install network cabling.
- Troubleshoot malware problems including viruses and spyware.
- Perform all functions required to prepare and install microcomputers and related equipment, such as, monitors, printers, and scanners, into the data communications network.
- Install operating systems software. Maintain systems with current operating system patches.
- Research, evaluate, and resolve basic network and software application problems. Maintain spare parts inventory and prepare purchase orders for hardware and software.
- Prepare and maintain documentation of network and work station configurations. Configure PC equipment with user requirements.
- Maintain microcomputer and printer inventories.
- Research and test new products or upgrades of hardware and software.
- Obtain quotes, prepare purchase authorizations, and order items when approved. Exchange technical information with vendors.
- Provide user support for iPads and iPhones

EDUCATION AND EXPERIENCE

Associate's degree or equivalent education and experience in computer science.

WORK LOCATION: Hall of Justice, Lansing, Michigan

TO APPLY: Please e-mail your cover letter and résumé in Word or Adobe Acrobat to jobapps@courts.mi.gov. If you prefer to mail your cover letter and resume, you may send them to:

Human Resources Department
Attn: JIS Intern
Michigan Supreme Court
P.O. Box 30052
Lansing, MI 48909

DEADLINE: December 1, 2012

AN EQUAL OPPORTUNITY EMPLOYER